

APPENDIX B

UNIT REGISTERED NURSE

Employee Name _____
_____/_____/_____

Date:

Rater/Supervisor _____

Registered Nurse Charge
UNIT R.N.
PERFORMANCE EVALUATION SUMMARY

	HIGHLY UNSATISFACTORY	<u>SATISFACTORY</u>	<u>SATISFACTORY</u>	<u>NEEDS</u>			
<u>SUPERVISION</u>							
A. Clinical Nursing: 1.0 Responsibilities	5.0 - 4.5	4.0	3.5	3.0	2.5	2.0	1.5
B. Work Habits: 1.5 1.0	5.0 - 4.5	4.0	3.5	3.0	2.5	2.0	
C. Mandatory Inservices:	_____ Complete				_____ Not Complete		

Supervisor Comments:

Date _____ Employee Signature _____

Supervisor Signature _____

Employee Name _____ Date ____/____/____

Rater/Supervisor _____

Scale:

5 = Excellent

4 = Very Good

3 = Satisfactory

1 = Unsatisfactory

Performance Appraisal Criteria For R.N. Charge
Unit Registered Nurse

A. Clinical Nursing Responsibilities:

- 5 4 3 1 1. Demonstrates sound knowledge of nursing responsibilities and duties as defined by the Standards of Practice for Psychiatric/Mental Health Nursing.
- 5 4 3 1 2. Identifies health education needs of students and non-nursing personnel. Provides direction and informal teaching.
- 5 4 3 1 3. Acts as a resource person to non-nursing staff. Provides adequate clinical information regarding injury/disease process to enable staff to monitor and report significant changes in the physical status of students.

Demonstrates the ability to apply the nursing process

- 5 4 3 1 4. Investigates somatic/emotional complaints and performs physical/psychiatric assessments on assigned unit.
- 5 4 3 1 5. Initiates appropriate nursing interventions as indicated by changes in students status including; psychiatric consult, hospitalization, or somatic emergency treatment utilizing psychiatric nursing principles.
- 5 4 3 1 6. Evaluates somatic/psychiatric nursing interventions for their appropriateness recognizing the developmental stages/needs of the population.
- 5 4 3 1 7. Communicates all pertinent information regarding changes in student's status to appropriate persons to ensure continuity in planning and provision of care. Arranges for physician follow-up, as necessary.
- 5 4 3 1 8. Provides accurate documentation and recordkeeping of somatic problems and medications.
- 5 4 3 1 9. Demonstrates skilled and professional medical crisis intervention techniques with students/staff.
10. In the absence of the P.M. Health Suite R.N., supervises the P.M. Health Suite Services:
- 5 4 3 1 a. Assesses the physical needs of all residential students (10 units/80 students).

- 5 4 3 1 b. Identifies somatic problems and responds to staff/students questions and needs.
- 5 4 3 1 c. Initiates nursing procedures/treatment, makes physician referrals.
- 5 4 3 1 d. Completes nursing/administrative documentation for the shift.
- 5 4 3 1 11. Demonstrates ability to administer medication following standard nursing practices and principles.
- 5 4 3 1 12. Maintains professional relationships with medical/nursing staff.
- 5 4 3 1 13. Educates students to their medication regimen and importance of adhering to same, as well as, developmental issues as they arise.
- 5 4 3 1 14. Educates staff to medication, diagnoses, and treatment interventions based on sound psychiatric nursing practice.
- 5 4 3 1 15. Interacts therapeutically with a group of adolescents within the unit milieu.
- 5 4 3 1 16. Participates in preventive crisis management, as well as, non-violent crisis intervention (de-escalation techniques, restraint and safety suit procedures).
- 5 4 3 1 17. Documents in the medical record, all pertinent observations/incidents, as well as, routine required documentation/evaluation of the status of the adolescent.
- 5 4 3 1 18. Demonstrates sound knowledge of theories of growth and development, behavior and personality development, the dynamics of interpersonal relationship and patterns of adjustive behavior related to mental health of children and adolescents.
- 5 4 3 1 19. Responsible for the overall behavior management and care of a group of adolescents on occasion (in charge).
- 5 4 3 1 20. Completes all mandatory training and inservice.

Add up numbers circled for each column = _____

Divide by numbers of items scored = _____

Highly
Satisfactory
Supervision
5.0 – 4.5
1.0

Satisfactory
4.0 3.5 3.0

Unsatisfactory
Needs
2.5 2.0 1.5

B. Work Habits:

- | | | |
|---------|-----|--|
| 5 4 3 1 | (1) | Punctuality |
| 5 4 3 1 | (2) | Attendance |
| 5 4 3 1 | (3) | Attitude |
| 5 4 3 1 | (4) | Dependability |
| 5 4 3 1 | (5) | Ability to use feedback from supervisors |
| 5 4 3 1 | (6) | Communication Ability |
| 5 4 3 1 | (7) | Knowledge of rules, policy/procedures |
| 5 4 3 1 | (8) | Ability to organize and direct others in a positive manner |
| 5 4 3 1 | (9) | Initiative |

Add up numbers circled for each column = _____

Divide by numbers of items scored = _____

Highly
Satisfactory
5.0 – 4.5

Satisfactory
4.0 3.5 3.0

Unsatisfactory
Needs Supervision
2.5 2.0 1.5 1.0

C. Mandatory Inservices:

Date	Complete	Not Complete	
_____	_____	_____	1. HIV Update
_____	_____	_____	2. Safety Coat
_____	_____	_____	3. Fire Safety

Reviewed with employee: Date ____/____/____

Unit R.N. – Performance Evaluation

Signature _____
To be attached to annual evaluation
Unit R.N. – Performance Evaluation

REGISTERED NURSE MANAGER

Employee Name _____ Date _____
_____/_____/_____

Rater/Supervisor _____

Registered Nurse Manager
RESIDENTIAL COORDINATOR

PERFORMANCE EVALUATION SUMMARY

		<u>Highly Satisfactory</u>	<u>Satisfactory</u>			<u>Unsatisfactory Needs</u>		
<u>Supervision</u>								
A. 1.0	Shift Supervisor	5.0 – 4.5	4.0	3.5	3.0	2.5	2.0	1.5
B. 1.0	Cottage Coordinator	5.0 - 4.5	4.0	3.5	3.0	2.5	2.0	1.5
	Supervisor Responsibilities							
C. 1.0	Quality Improvement	5.0 - 4.5	4.0	3.5	3.0	2.5	2.0	1.5
D. 1.0	Work Habits	5.0 - 4.5	4.0	3.5	3.0	2.5	2.0	1.5
E.	Mandatory Inservices	_____ Complete	_____ Not Complete					

Supervisor Comments:

Date _____ Employee Signature _____

Supervisor Signature _____

Employee Name _____ Date _____
_____/_____/_____

Rater/Supervisor _____

Scale:

5 = Excellent

4 = Very Good

3 = Satisfactory

1 = Unsatisfactory

Performance Appraisal Criteria For
Nurse Manager

I. Shift Supervision

- | | | | | | |
|---|---|---|---|----|---|
| 5 | 4 | 3 | 1 | A. | Demonstrates ability to be responsible for total institute operation when major departments are closed. |
| 5 | 4 | 3 | 1 | B. | Make rounds on each unit at least once per shift to assess: |
| 5 | 4 | 3 | 1 | | a) number of staff on unit |
| 5 | 4 | 3 | 1 | | b) proper assignments posted for each staff on individual unit |
| 5 | 4 | 3 | 1 | | c) general milieu of each unit (individual adolescent problems/issues and preventative intervention necessary) |
| 5 | 4 | 3 | 1 | | d) need for extra support |
| 5 | 4 | 3 | 1 | C. | Supervises all staff on shift (10-30 staff) providing direction and counseling (disciplinary), as required. |
| 5 | 4 | 3 | 1 | D. | Responds to unit or cottage-wide crises as they arise and applies principles derived from psychiatric nursing management theory and psychology in decision making. |
| 5 | 4 | 3 | 1 | E. | Demonstrates the ability to make good decisions after consideration of the level of skill of staff on duty, an assessment of the immediate situation, the severity of the crisis and the complexity of the student's illness. |
| 5 | 4 | 3 | 1 | F. | Assesses the need for restraint/safety suit and notifies psychiatrist for order. Contacts physician on call for emergency psychiatric assessments, as needed, using sound nursing judgment, |
| 5 | 4 | 3 | 1 | G. | Appropriately contacts agencies outside JLG-RICA for assistance with immediate issues i.e., Montgomery County Police – Youth Division, ambulance services, maintaining good public relations for the facility. |
| 5 | 4 | 3 | 1 | H. | Effectively communicate orally and in writing events of current shift to supervisor of next shift. |

Add up numbers circles for each column = _____

Divide by numbers of items scored = _____

Registered Nurse Manager/R.C. – Performance Evaluation

<u>Highly Satisfactory</u>	<u>Satisfactory</u>	<u>Unsatisfactory Needs Improvement</u>
5.0 – 4.5	4.0 3.5 3.0	2.5 2.0 1.5 1.0

II. Cottage Coordinator/Supervisor Responsibilities

- 5 4 3 1 A. Provides to residential staff assistance with decision making around
individual unit crisis.
- 5 4 3 1 B. Demonstrates quick analytical skills in determining necessary action to
be taken in crisis situations.

Add up numbers circled for each column = _____

Divide by numbers of items scored = _____

<u>Highly Satisfactory</u>	<u>Satisfactory</u>	<u>Unsatisfactory Needs Supervision</u>
5.0 – 4.5	4.0 3.5 3.0	2.5 2.0 1.5 1.0

III. Quality Improvement

- 5 4 3 1 A. Implements and enforces all state, facility, and residential policies in the
residence.
- 5 4 3 1 B. Maintains high standards for care delivery in the residence in accordance
with professional nursing standards.

Add up numbers circled for each column = _____

Divide by numbers of items scored = _____

Registered Nurse Manager/R.C. – Performance Evaluation

Highly Satisfactory	Satisfactory	Unsatisfactory Needs Supervision
5.0- 4.5	4.0 3.5 3.0	2.5 2.0 1.5 1.0

Work Habits:

- | | | |
|---------|-----|--|
| 5 4 3 1 | (1) | Punctuality |
| 5 4 3 1 | (2) | Attendance |
| 5 4 3 1 | (3) | Attitude |
| 5 4 3 1 | (4) | Dependability |
| 5 4 3 1 | (5) | Ability to use feedback from supervisor |
| 5 4 3 1 | (6) | Communication ability |
| 5 4 3 1 | (7) | Knowledge of rules, policy/procedures |
| 5 4 3 1 | (8) | Ability to organize and direct others in a positive manner |
| 5 4 3 1 | (9) | Initiative |

Add up numbers circled for each item = _____

Divide by numbers of items scored = _____

Highly
Satisfactory
5.0 - 4.5

Satisfactory
4.0 3.5 3.0

Unsatisfactory
Needs Supervision
2.5 2.0 1.5 1.0

Mandatory Inservices:

Date	Complete	Not Complete	
_____	_____	_____	1. HIV Update
_____	_____	_____	2. Infection Control
_____	_____	_____	3. Safety Coat
_____	_____	_____	4. Fire Safety

Reviewed with Employee: Date _____ / _____ / _____

Registered Nurse Manager/R.C. Performance Evaluation

Signature _____ -
To be attached to annual evaluation.

3/96
Registered Nurse Manager/R.C. – Performance Evaluation

EVENING MEDICATION REGISTERED NURSE

Employee Name _____

Date _____

/ /
Rater/Supervisor _____

Registered Nurse Charge
EVENING MEDICATION R.N.,
PERFORMANCE EVALUATION SUMMARY

Unsatisfactory	Highly Satisfactory	Satisfactory	Needs
<u>Supervision</u>			
A. Clinical Nursing 1.0 Direct Care Responsibilities	5.0 – 4.5	4.0 3.5 3.0	2.5 2.0 1.5
B. Nursing/Indirect 1.0 Responsibilities	5.0 - 4.5	4.0 3.5 3.0	2.5 2.0 1.5
C. Work Habits 1.0	5.0 – 4.5	4.0 3.5 3.0	2.5 2.0 1.5

D. Mandatory Inservices : _____ Complete _____ Incomplete

Supervisor Comments:

Date _____

Employee Signature _____

Supervisor Signature _____

Employee Name _____ Date ____/____/____

Rater/Supervisor _____

Scale:

5 = Excellent

4 = Very Good

3 = Satisfactory

1 = Unsatisfactory

A. Clinical Nursing Responsibilities

5 4 3 1 1. Demonstrates the ability to utilize social principles of psychiatric nursing, recognizing the various stages of development of children (i.e, somaticizing, physical developmental changes, emotional development).

5 4 3 1 2. Demonstrates the ability to apply the nursing process:
Performs (a) Investigates all somatic complaints of 80 SED adolescents.
intervention. physical/emotional assessment and initiates appropriate nursing

5 4 3 1 (b) Initiates appropriate nursing interventions as indicated by
changes in student's status including; psychiatric consult, hospitalization, or
somatic emergency treatment.

5 4 3 1 (c) Evaluates somatic/psychiatric nursing interventions for
appropriateness, recognizing the developmental stages/needs of the population.

5 4 3 1 3. Reports all pertinent information regarding changes in student's status to
appropriate persons, to ensure continuity in planning and provision of care. Arranges

for morning

follow-up with pediatrician.

5 4 3 1
adolescents following
MAR.

4. Administers medication to 80 seriously emotionally disturbed
standard nursing principles and practices. Documents completely in

5 4 3 1
medication.

5. Demonstrates skill in observing for adverse reaction/side effects of
Initiates appropriate intervention when necessary.

5 4 3 1
care facility.

6. Coordinates student transfer to hospital emergency room or after-hour
Completes necessary forms and notifies required persons.

5 4 3 1
removed from

7. Demonstrates sound assessment skills in evaluation of students being
safety suit. Obtains M.D. orders for same.

5 4 3 1
problems and

8. Provides accurate documentation and record keeping of somatic
medications.

R.N. Charge – Medication R.N. Performance Evaluation

5 4 3 1
techniques with
medical/

9. Demonstrates skilled and professional medical crisis intervention
students/staff – recognizing emergency situations and taking appropriate
psychiatric nursing action.

Add up numbers circled for each column = _____

Divide by numbers of items scored = _____

Highly
Satisfactory

Satisfactory

Unsatisfactory
Needs Supervision

5.0 - 4.5

4.0 3.5 3.0

2.5 2.0 1.5 1.0

Nursing/Indirect Responsibilities:

- | | | |
|---|----|---|
| 5 4 3 1 | 1. | Renews medication records every month, in a timely fashion. |
| 5 4 3 1 | 2. | Reviews orders to ensure accuracy and timely transcription. |
| 5 4 3 1
Clarify, as | 3. | Transcribes and implements physician's orders accurately and promptly.
needed. |
| 5 4 3 1
being of

personnel, for | 4. | Identifies and reports problems that impact on physical, emotional well
students to physicians, Residential Coordinators, and residential
appropriate follow-up and resolution. |
| 5 4 3 1
treatment. | 5. | Provides assistance to physician, as needed, during examination and |
| 5 4 3 1
needed. | 6. | Evaluates on the job illness/injuries of staff, provides nursing care, as
Completes incident reports. |
| 5 4 3 1
disposition of | 7. | Communicates pertinent information regarding health status and
student to shift supervisor and follows up as needed. |
| 5 4 3 1
transcription, and | 8. | Reports errors in medication administration, prescribing, and
takes corrective action. |
| 5 4 3 1
for repair, | 9. | Reports defective equipment and unsafe conditions to appropriate person
replacement, and/or correction. |

Add up numbers circled for each column = _____

Divide by numbers of items scored = _____

R.N. Charge – Medication R.N. Performance Evaluation

Highly

Satisfactory

5.0 - 4.5

Satisfactory

4.0 3.5 3.0

Unsatisfactory

Needs Supervision

2.5 2.0 1.5 1.0

Work Habits:

- | | | |
|---------|-----|---|
| 5 4 3 1 | (1) | Punctuality |
| 5 4 3 1 | (2) | Attendance |
| 5 4 3 1 | (3) | Attitude |
| 5 4 3 1 | (4) | Dependability |
| 5 4 3 1 | (5) | Ability to use feedback from supervisors |
| 5 4 3 1 | (6) | Communication ability |
| 5 4 3 1 | (7) | Knowledge of rules, policy/procedures |
| 5 4 3 1 | (8) | Ability to organize and direct others in a positive manner. |
| 5 4 3 1 | (9) | Initiative |

Add up numbers circled for each column = _____

Divide by numbers of items scored = _____

Highly

Satisfactory

5.0 - 4.5

Satisfactory

4.0 3.5 3.0

Unsatisfactory

Needs Supervision

2.5 2.0 1.5 1.0

Mandatory Inservices:

Date	Complete	Not Complete		
_____	_____	_____	1.	HIV Update
_____	_____	_____	2.	Infection Control
_____	_____	_____	3.	Safety Coat
_____	_____	_____	4.	Fire Safety

R.N. Charge – Medication R.N. Performance Evaluation

Reviewed with employee: Date ____/____/____

Signature _____

To be attached to annual evaluation

R.N. Charge – Medication R.N. Performance Evaluation